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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2012-007

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, PHR ^(RND)
Human Resources Director

SUBJECT: PPM #16 – Optional Pay Adjustments

DATE: February 2, 2012

With approval of the Civil Service Commission, PPM #16 - Optional Pay Adjustments policy has been revised, effective February 1, 2012.

The Summary of Changes is available at the end of the policy, which includes:

- Removing the requirement to submit the Delegated Optional Pay Report form in accordance with HR Handbook Update No. 2012-001; and
- Changing the posting requirement from bulletin boards to the department's intranet site (Channel Z).

The Optional Pay Adjustments policy and forms may be accessed on Channel Z, which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

Should you have questions regarding Optional Pay Adjustments, please contact the Human Resources Division at (225) 342-0880.

RND:tp
Attachment
c: Personnel Liaisons

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